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Description automatically generated **TOWN OF ODESSA**

**REGULAR COUNCIL MEETING MINUTES**

Monday, January 8, 2024 – 7:00 PM – Community Center – 21 E First Ave, Odessa, WA

OATH OF OFFICE 7:00 p.m.

Clerk-Treasurer Bohn administered the Oath of Office to Mayor Crossley. Mayor Crossley administered the Oath of Office to Councilmember Iverson and Councilmember Kramer.

**PUBLIC HEARING FOR WELL 3 WATER ASSESSMENT CALLED TO ORDER**

Mayor Crossley called the Public Hearing to Order at 7:02 p.m. Mayor Crossley explained the final hearing for the review and report of the Final Well 3 Water Assessment report that was funded by a Community Development Block Grant. Mayor opened up for questions. No questions were offered, Mayor Crossley closed the public hearing at 7:04 p.m.

REGULAR ZOOM MEETING CALLED TO ORDER

Mayor Crossley called the regular meeting to order at 7:04 p.m. This meeting was held in person and via the ZOOM app, meeting ID and password were made available to the public through postings on the office door and the post office community board. Present were Mayor Crossley, Councilmember Lobe,

Councilmember Kramer, Councilmember Iverson, Councilmember Reyes, Clerk/Treasurer Bohn, Police Chief Rose, Public Works Director Paszkeicz, Zoning Inspector Knerr and public citizens.

Councilmember Clark was absent.

ADDITIONS OR DELETIONS TO AGENDA

There was two deletions under New Business g. Resolution 2024-02 and Resolution 2024-03.

APPROVAL OF MINUTES

December 11, 2023, regular Council Meeting Minutes were approved upon a motion by Councilmember Iverson, seconded by Councilmember Lobe, motion carried.

APPROVAL OF FINANCIALS

December Financials and Treasurer’s Report, December 2023 Payroll check #12080-12099, 12101 an EFT’s for $50,200.46, December 31, 2023 open council claims check #12100 - 12121 for $41,586.19, January 8, 2024 claims check #12102, 12122 - 12132 for $138,815.44, and voided check #12029 for $38,058.83 were approved upon a motion by Councilmember Kramer, seconded by Councilmember Reyes, motion carried.

PUBLIC COMMENTS

There were no public comments.

*This meeting is accessible to persons with disabilities. For individuals who may require special accommodations, please contact Town Hall at (509) 982-2401, 24 hours in advance.*

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

· Owner at 407 S Alder Street, Mr. Willis attended the meeting regarding complaints on the dog code in the Town of Odessa. He said his neighbors have multiple dogs well over the town’s ordinance maximum. He voiced his concerns with dangerous dogs at the property and said there is a puppy mill going on at there house. Two other neighbors accompanied him at the meeting voicing similar concerns. He also spoke about the speed limit on Alder Street, especially with semi truck drivers driving well over the posted limit. Police Chief answered the concerns and issues and gave them a timeframe on when the dogs at the property are supposed to be gone. She has been working with the owners to get rid of the animals at the property. Mr. Willis said he will be back at the end of February if the dogs are not taken care of at the neighboring property.

· The Use of Force Policy for the Odessa Police Department was updated for 2024. This was approved upon a motion by Councilmember Lobe, seconded by Councilmember Kramer, motion carried.

· The Building Maintenance Contract was given to Ms. Bohn as an Independent Contractor for the year 2024. This was approved upon a motion by Councilmember Kramer, seconded by Councilmember Lobe, motion carried.

· Owner at 13 W. First Ave, Mr. Lathrop submitted a letter requesting to have his sewer charge turned off on his town bill, as the water is off at the property. This was discussed in depth, the council agreed to charge the loan portion on the bill only, until the building is occupied again.

· The State auditor’s Office Finding for the Town of Odessa from the 2021 audit was discussed with the response and plan from the town. Clerk Treasurer Bohn said the audit will have a closing meeting in the coming weeks with the Auditor’s office to get the audit finalized and completed. Council understands the finding and no questions were asked.

· The council committees for the year 2024 were discussed and pulled as Councilmember Clark was absent. This will be up for discussion once the council is all together. Mayor Pro-Tem for the year 2024 was discussed and was approved by a unanimous vote for Councilmember Lobe to continue as Pro-Tem for the year 2024. This was approved upon a motion by Councilmember Kramer, seconded by Councilmember Iverson, motion carried.

· Resolution 2024-01; 2024 Town Rate Fee Schedule was approved with one deletion of the animal impound fee. The town does not have an animal impound fee. The Council would like the building fees to be looked at for this year as rates have not been raised in quite a few years. This was approved upon a motion by Councilmember Iverson, seconded by Councilmember Lobe, motion carried.

CLERK REPORT

Clerk Treasurer Bohn reported on departmental activities. She said multiple grants are in the process of closing out. The Clerk’s office is going through a garbage internal audit for 2024. Year-end closeout items are being worked on to get completed in the coming weeks. She said the big year-end report will be started in the next couple weeks as the due date is May. This report takes a couple months to complete. The report is all of the towns financials for the previous year of 2023.

POLICE REPORT

Police Chief Rose reported on departmental activities. She said the evidence room has been audited. She will be working with Clerk Treasurer Bohn on applying for a grant for the Police Flock cameras in the coming weeks. The Use of Force Police Policy for the town is outdated and needed updating done to the current one. Chief Rose reported on all of her current cases she is handling. In the near future she will be meeting with the school Superintendent for a school safety plan of action.

FIRE REPORT

There was no Fire Report.

PUBLIC WORKS REPORT

Public Works Director Paszkeicz reported on departmental activities. He said he met with the town engineer and the construction company for the upcoming lift station project for a pre-construction meeting. The public works department has replaced all of the lights at the Old Town Hall with LED lights. One of the plow trucks has had the work completed, but the other truck needs repairs before the colder weather sets in, in the next couple weeks.

COUNCIL REPORT

There was no Council Report.

MAYOR’S REPORT

Mayor Crossley reported on attending the pre-construction meeting with the engineer and construction company for the upcoming lift station project. He noted construction update meetings will be held every Tuesday at noon while construction is going on. He said there is many frustrations going on with Halme Builders for the Community Center Project with lack of communication and repairs.

ADJOURN

With no further business Mayor Crossley declared the meeting adjourned at 8:22 p.m.

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Mayor William F. Crossley

ATTEST:

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Meri Jane Bohn, Clerk-Treasurer

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**REGULAR COUNCIL MEETING MINUTES**

Monday, January 22, 2024 – 7:00 PM – Community Center – 21 E First Ave, Odessa, WA

REGULAR ZOOM MEETING CALLED TO ORDER

Mayor Crossley called the regular meeting to order at 7:00 p.m. This meeting was held in person and via the ZOOM app, meeting ID and password were made available to the public through postings on the office door and the post office community board. Present were Mayor Crossley, Councilmember Lobe,

Councilmember Kramer, Councilmember Iverson, Clerk/Treasurer Bohn, Police Chief Rose, Public Works Director Paszkeicz, Zoning Inspector Knerr and public citizens. Councilmember Reyes joined the meeting by Zoom. Councilmember Clark was absent.

ADDITIONS OR DELETIONS TO AGENDA

There were no additions or deletions.

PUBLIC COMMENTS

There were no public comments.

MAYOR’S REPORT

* Mayor Crossley reported a meeting scheduled for tomorrow, Tuesday January 23, 2024, scheduled with Halme Builders, Century West - the towns engineering firm, and Randy with ZBA architects regarding the Small Business Community Center grant upgrade construction project.
* There is a water line that is leaking at the Old Town Hall. The plumber will be replacing in the coming weeks.
* The town is filing for an extension for well number four generator grant project.
* The town’s well number three needs a grant for the next step as the town was quoted about $250,000 to pull the pump and have it cleaned to see if it can still be utilized or if other options are needed. Well number three is the backup well for the town if the main well goes down or if something happens on an emergency basis.

CONSENT AGENDA ITEMS

* January 8, 2024, regular Council Meeting Minutes were approved upon a motion by Councilmember Iverson, seconded by Councilmember Lobe, motion carried.
* January 22, 2024, claim clearing check #12137 – 12147 plus EFT’s totaling $35,619.39 were approved upon a motion by Councilmember Iverson, seconded by Councilmember Lobe, motion carried.

UNFINISHED COUNCIL BUSINESS

There was no unfinished council business.

NEW COUNCIL BUSINESS

* The owner at 05 W Fifth Ave, Mr. Paul Austin, submitted a letter requesting credit for his garbage bill. He has been overcharged for three years on his garbage fee. He stated he had called to downsize his

garbage after his divorce. Garbage fees were never changed on his account. The council discussed and

said the bill difference would have been approximately $350. The council agreed to take off $178.38 from the bill which is about half of the amount. The council all agreed it was half the customer’s fault for not noticing and the large chunk of time that has passed. This was approved upon a motion by Councilmember Lobe, seconded by Councilmember Kramer, motion carried.

* Resolution 2024-02; Amending Personnel Policy 4.1 working hours, and 5.8 on-call schedule for Public Works Department was approved upon a motion by Councilmember Kramer, seconded by Councilmember Lobe, motion carried.
* Ordinance 734; Amending the Town of Odessa’s Building Permit Fees was approved upon a motion by Councilmember Reyes, seconded by Councilmember Lobe, motion carried.
* Building Permit 2024-01; new roof at 401 E Third Avenue was approved upon a motion by Councilmember Lobe, seconded by Councilmember Iverson, motion carried.
* Building Permit 2024-02; new roof at 200 W Eighth Avenue was approved upon a motion by Councilmember Lobe, seconded by Councilmember Iverson, motion carried.
* The Town of Odessa is looking into partnering with the Department of Revenue for Washington State Business licensing. The council discussed this in depth and plan to go with $25 business license fees as of August 2024 when the Department of Revenue puts the town into their system. A new code for the Town of Odessa business licensing process has been submitted to the attorney and is waiting for review back from legal. This will be discussed at a future meeting once the legal process is complete. Tabled until further notice.
* The State Auditors have completed the 2021 Audit, which will be completed in the coming weeks with an exit meeting. The state has issued a finding against the town which will be published once everything is finalized. The finding will be brought to council once the town receives the final documents for closure.
* Councilmember #2, Mr. Josh Clark submitted his written resignation from council effective January 8, 2024. Clerk-Treasurer Bohn spoke with the county about advertising to fill the vacancy. Per the county, the position will now be filled for two years with an interim, once the two years is fulfilled, which is completing all of 2024 and 2025, the temporary appointed person will need to re-run in the next election for a 4-year term if they choose to.

CLERK REPORT

Clerk-Treasurer Bohn reported on departmental activities. She said the annexation that had been started for the South Hill Industrial Park and many of the residential homes a few years back is being revisited by the town’s attorney. This is something the mayor would like to have completed as the town already provides water to most of those residents. Town Business licensing with Department of Revenue is well underway with many meetings scheduled for the near future. Clerk-Treasurer Bohn would like to have the approval of the council for her and Deputy Clerk Reyes to attend the Clerk’s conference in March 2024. This was a budgeted item but wanted to remind the council. Due to the town receiving a finding from the state auditor’s office in 2021, Bohn said using a Certified Public Accountant (CPA) would help the town in the future to submit clean reports to the auditor’s office. Once she receives the amount of the CPA cost, she will bring it before the council for a vote.

POLICE REPORT

Police Chief Rose report on departmental activities. A temporary speed trailer is being picked up from the

county to use around town in multiple areas to deal with the speeding issues that residents are worried about.

Chief Rose is working on updating policy manuals for the Police Department. She noted she is going to be out of the office for a while, but she will be available by phone and email until her return.

FIRE REPORT

There was no Fire Report.

PUBLIC WORKS REPORT

Public Works Director Paszkeicz reported on departmental activities. He said the old department truck has the truck bed removed and will be placed in the Firemen’s auction coming up in February.

COUNCIL REPORT

There was no Council Report.

ADJOURN

With no further business Mayor Crossley declared the meeting adjourned at 7:29 p.m.

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Mayor William F. Crossley

ATTEST:

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Meri Jane Bohn, Clerk-Treasurer

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**REGULAR COUNCIL MEETING MINUTES**

Monday, February 26, 2024 – 7:00 PM – Community Center – 21 E First Ave, Odessa, WA

REGULAR ZOOM MEETING CALLED TO ORDER

Mayor Pro-Tem Lobe called the regular meeting to order at 7:00 p.m. This meeting was held in person and via the ZOOM app, meeting ID and password were made available to the public through postings on the office door and the post office community board. Present were Councilmember Lobe, Council member Kramer, Councilmember Iverson, Councilmember Reyes, Clerk/Treasurer Bohn, Police Chief Rose, Fire Chief Walter, Zoning Inspector Knerr and public citizens. Mayor Crossley joined by Zoom.

ADDITIONS OR DELETIONS TO AGENDA

There was one deletion under new council business B. – Trailer Parking Permit request at 305 S Alder St.

PUBLIC COMMENTS

Resident Mr. Lynn Schmidt asked a question pertaining to the fence ordinance with a retaining wall which adds another two feet on top of the six-foot ordinance regulations.

MAYOR’S REPORT

Mayor Crossley joined the meeting on Zoom; Clerk Treasurer gave Mayor’s report.

CONSENT AGENDA ITEMS

* February 12, 2024, regular Council Meeting Minutes were approved upon a motion by Councilmember Reyes, seconded by Councilmember Iverson, motion carried.
* February 26, 2024, claim clearing checks #12192 - 12222 totaling $24,243.13 were approved upon a motion by Councilmember Kramer, seconded by Councilmember Reyes, motion carried.
* February 2024 Payroll totaling $52,356.29 was approved upon a motion by Councilmember Kramer, seconded by Councilmember Reyes, motion carried.
* Voided Check #12183 for $607.00 to Lincoln County Auditor, which is being reissued for different amount. This was approved upon a motion by Councilmember Kramer, seconded by Councilmember Reyes, motion carried.

UNFINISHED COUNCIL BUSINESS

* The owner of 407 S Alder Street, Mr. Steven Willis, attended the meeting. He had attended a council meeting a couple months ago regarding issues with his neighbor’s dogs. He said to date the residence still has four dogs. Per the towns ordinance the maximum number of dogs is three. Police Chief Rose said she has been working diligently with them and for them to go from twenty plus dogs at the residence down to four is a huge difference. Chief Rose said there will be no more breeding of animals at the residence. She is not okay with telling a resident that they must get rid of animals whom they consider family members. At this time Chief Rose said she is happy with the number of animals and will allow the one other dog to stay at the residence.
* Clerk Treasurer Bohn gave updates to the Town Business License program that is starting up. The “go live” date is due for August of 2024. There is a large list of businesses that need to be weeded through to find out if they are active or no longer in business in the town. More meetings with the Department of Revenue will take place in the next couple months to get the business license program up and running smoothly.
* Building Permit 2024-03; 307 E First Avenue for a new fence was denied for use of used materials. This was denied by Councilmember Iverson, seconded by Councilmember Kramer, motion carried.

NEW COUNCIL BUSINESS

* Odessa PTO member, Ms. Sandy Smith attended the council meeting requesting the road closure on April 27, 2024, for Spring Fling car show. The closure includes from Marjorie to Second on Division St. This was approved upon a motion by Councilmember Reyes, seconded by Councilmember Iverson, motion carried.
* Resolution 2024-04; Youth Athletic Facilities Grant for the Odessa Pool was approved upon a motion by Councilmember Reyes, seconded by Councilmember Iverson, motion carried.
* Building Permit 2024-04; new fence at 12 E Fifth Avenue was approved upon a motion by Councilmember Iverson, seconded by Councilmember Kramer, motion carried.

CLERK REPORT

Clerk Treasurer Bohn reported on departmental activities. She said two new grants are being applied to through the Recreation and Conservation Office (RCO) in the coming weeks. The clerk’s office is busy with month end, payroll, billing, and grants.

POLICE REPORT

Police Chief Rose reported on departmental activities. There is a lot going on with records classes, flock camera system grant opportunity, and multiple cases.

FIRE REPORT

Fire Chief Walter reported on departmental activities. He said the Firemen’s Auction was last weekend. The department had a fire call today February 26, 2024.

PUBLIC WORKS REPORT

There was no Public Works Report.

COUNCIL REPORT

There was no Council Report.

 ADJOURN

With no further business Mayor Crossley declared the meeting adjourned at 7:37 p.m.

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Mayor Pro Tem - Landon J. Lobe

ATTEST:

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Meri Jane Bohn, Clerk-Treasurer

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**REGULAR COUNCIL MEETING MINUTES**

Monday, March 11, 2024 – 7:00 PM – Community Center – 21 E First Ave, Odessa, WA

REGULAR ZOOM MEETING CALLED TO ORDER

Mayor Crossley called the regular meeting to order at 7:00 p.m. This meeting was held in person and via the ZOOM app, meeting ID and password were made available to the public through postings on the office door and the post office community board. Present were Mayor Crossley, Councilmember Lobe,

Councilmember Kramer, Councilmember Iverson, Councilmember Reyes, Councilmember Smith, Clerk/Treasurer Bohn, Zoning Inspector Knerr and public citizens. The Public Works Director, Police Chief, and Fire Chief were all absent.

OATH OF OFFICE FOR COUNCILMEMBER #2

Mayor Crossley administered the Oath of Office to James Smith to fill in for Councilmember Clark’s vacancy on council through the year 2025 remainder of the term.

 ADDITIONS OR DELETIONS TO AGENDA

There were no additions or deletions.

PUBLIC COMMENTS

Resident residing at address 303 S Alder Street, Mr. Mark Allen was present at the meeting and asked for some grace for an extra two weeks to get his nuisance complaint from the town cleaned up. The council and mayor agreed to give Mr. Allen two additional weeks to get his property cleaned up.

MAYOR’S REPORT

Mayor Crossley reported that employee Mr. Gerald Greenwalt will be stepping into the vacant job of Public Works Director. Mayor said that retired Public Works Director Roger Sebesta is re-applying to get his certification reinstated, so he can sign off for the water testing for the town in the absence of not having a licensed Public Works Director as the old Director, Mr. Anthony Paszkeicz left the Town of Odessa.

Well number three project of placing a camera down the well is going to be put on the small works roster for bid shortly.

CONSENT AGENDA ITEMS

* February 26, 2024, regular Council Meeting Minutes were approved with correction of a misspelling upon a motion by Councilmember Iverson, seconded by Councilmember Lobe, motion carried.
* February Financials and Treasurer’s Report, and March 11, 2024, claim clearing check #12223, 12228 - 12244 plus EFT’s totaling $33,221.85 were approved upon a motion by Councilmember Kramer, seconded by Councilmember Reyes, motion carried.

UNFINISHED COUNCIL BUSINESS

There was no unfinished council business.

NEW COUNCIL BUSINESS

* Mayor requested to have Roger Sebesta retired Public Works Director paid $200.00 for water sign off for Public Works. He already gets paid $300.00 monthly to sign off on the sewer testing. This will bring his monthly total income to $500.00 combined for both departments. This was approved upon a motion by Councilmember Lobe, seconded by Councilmember Kramer, motion carried.
* The owner at 609 E First Avenue, La Collage Inn, Ms. Hayden, submitted a letter to have their sewer bill reduced as she feels the hotel pays too much in sewer fees. The council discussed this matter in depth and denied this request. They cannot gift public funds for reductions in permanent costs.
* A first look at a new law enforcement levy lift for Police purposes and enforcement was discussed. This will need to go out for voter’s property tax on the ballot and needs to be decided by May if this will be proposed. The council would like to have a meeting with the town’s attorney to get more information before deciding what route to take. This was tabled until further notice.
* 2024 Council Committee changes were discussed since new councilmember Smith was sworn into office. The mayor added James Smith to the Public Works, Streets and Buildings, and the airport committees. He dropped off Councilmember Vickie Iverson from the Streets and Buildings.
* Clerk Treasurer Bohn brought a new proposal for Code Publishing Company whom the town already uses. They sent a proposal for an online modern platform that most cities and towns use. It is a legal requirement to have codes established and published. The Council discussed and the new platform was approved by a motion by Councilmember Reyes, seconded by Councilmember Kramer, motion carried.
* The local Odessa Girl Scout Troop 2324 submitted a letter requesting to have cookie sales in front of the community center/clerk’s office building. This was approved upon a motion by Councilmember Lobe, seconded by Councilmember Iverson, motion carried.
* Trailer permit 2024-01; owner at 207 N Birch Street requested to park trailer in second empty lot to live in while house is being completed. This was approved upon a motion by Councilmember Lobe, seconded by Councilmember Smith, motion carried.
* Building Permit 2024-05; new fence at 305 S Alder was approved upon a motion by Councilmember Iverson, seconded by Councilmember Lobe, motion carried.
* Building Permit 2024-06; new deck at 306 N Division was approved upon a motion by Councilmember Iverson, seconded by Councilmember Lobe, motion carried.
* Building Permit 2024-07; new fence at 611 W Fourth Ave was approved upon a motion by Councilmember Iverson, seconded by Councilmember Lobe, motion carried.
* Building Permit 2024-08; new fence at 308 E Third Ave was approved upon a motion by Councilmember Iverson, seconded by Councilmember Lobe, motion carried.

CLERK REPORT

Clerk-Treasurer Bohn reported on departmental activities. She said the Department of Commerce called offering the town $50,000 more for any project that was left undone from the Community center remodel. The library shelving was never fully completed and could be with the extra money. Clerk Bohn announced she is attending the 2024 WMCA Clerk’s conference in Yakima next week. She said lifeguard positions, and Deputy Clerk position have been advertised for the public to apply. She said she is applying for a grant for an outdoor sports court this week. The quarterly newsletter is being worked on and sent out with this month’s utility bills.

POLICE REPORT

Police Chief Rose was absent but asked Clerk Treasurer to ask the council and mayor about the police department purchasing a new computer, which they said would be fine.

FIRE REPORT

There was no Fire Report.

PUBLIC WORKS REPORT

The department is without a director but said they are getting the sweeper ready to go and working on grinder pumps.

COUNCIL REPORT

There was no Council Report.

ADJOURN

With no further business Mayor Crossley declared the meeting adjourned at 7:38 p.m.

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Mayor William F. Crossley

ATTEST:

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Meri Jane Bohn, Clerk-Treasurer